



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

1430 N STREET  
SACRAMENTO, CA  
95814-5901

**JACK O'CONNELL**

State Superintendent of  
Public Instruction

PHONE: (916) 319-0800

February 13, 2004

To: Interested Organizations and Individuals

**Subject:** Legal and Social Compliance Review of Instructional Resources  
Submitted for the K-8 2004 Health Adoption

The California Department of Education's (CDE) Curriculum Frameworks and Instructional Resources Division is recruiting volunteers to participate in the legal and social compliance review process of instructional materials to be considered for the K-8 2004 Health Adoption. This is a process by which we ensure all instructional materials used in California public schools contribute to a positive educational experience for all children.

All instructional materials submitted for consideration in any subject area must comply with *Education Code* sections 60040-60045 and 60048 and with the State Board policy outlined in the *Standards for Evaluating Instructional Materials for Social Content, 2000 Edition*. **The purpose of the legal and social compliance review is to ensure that instructional materials meet these standards, including but not limited to the accurate portrayal of cultural and racial diversity; equitable and positive roles for males, females, ethnic and cultural groups, people with disabilities, and the elderly; diet and exercise; and brand names and corporate logos.** (An online copy of the standards is available at <http://www.cde.ca.gov/cfir/socialcontent.pdf>).

This review is limited only to the application of the standards for social content to instructional materials being proposed for adoption. The academic content of these materials is reviewed by members of the Instructional Materials Advisory Panels and Content Review Panels. For that reason, it is **not** necessary for Legal and Social Compliance reviewers to have a strong academic background. Our goal in inviting applications is to recruit a wide range of reviewers, including parents, teachers,

Organization Invitation  
February 13, 2004  
Page 2

community members, or anyone with an interest in ensuring that California's students receive high quality instructional materials.

The legal and social compliance review of instructional materials submitted for the 2004 Health Adoption is scheduled for **Wednesday, May 5 through Friday, May 7, 2004**; the times are 3 p.m. to 5 p.m. on May 5, and 8 a.m. to 5 p.m. on May 6 and 7.

If you are interested in participating in the legal and social compliance review or know of others who may be interested, please have the enclosed application **and** Advisory Board Disclosure Statement completed and mailed to the address indicated on the forms. **Feel free to make copies of the application and forms as needed. The application deadline is April 1, 2004.** The forms can also be accessed on the Internet at the following Web address: <http://www.cde.ca.gov/cfir/index.html>.

**Applicants who are selected will be notified in mid-April 2004.** All reviewers will be trained in the process and will be reimbursed for any travel and hotel/per diem expenses incurred by their participation in the training and review. Information regarding the time and place of the training will follow. We anticipate that we will need 25 to 30 volunteers for this review. Please feel free to contact **Ken McDonald, Staff Services Analyst**, at (916) 319-0447 if you have any questions regarding the notification and selection process.

Thank you for your willingness to help provide the children of California with the best instructional materials possible.

Sincerely,

Thomas Adams, Director  
Curriculum Frameworks and Instructional Resources Division

Enclosures

**Application – Legal and Social Compliance Review Committee  
Member  
2004 Health Adoption  
May 5-7, 2004**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Home Phone: (     ) \_\_\_\_\_ Business Phone: (     ) \_\_\_\_\_  
Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

What type of computers are you most familiar with and comfortable in using?

☐ IBM or compatible                      ☐ Macintosh                      ☐ Neither

Have you previously served as a legal and social compliance reviewer? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Why are you interested in serving on the Health Legal Compliance Review Panel scheduled for May 5-7, 2004? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you affiliated with any organizations? If so, which ones? \_\_\_\_\_  
\_\_\_\_\_

Do you speak or read a language other than English? ☐ No ☐ Yes

If yes, please specify: \_\_\_\_\_

**Please mail this form and the Advisory Body Disclosure Statement (postmarked no later than April 1, 2004) to the following address, or fax to the number indicated below by April 1, 2004 (and mail the original).**

*California Department of Education  
Curriculum Frameworks and Instructional Resources Division  
1430 N Street, Suite 3207, Sacramento, CA 95814  
Attn: Ken McDonald, Staff Services Analyst  
Phone: (916) 319-0447                      Fax: (916) 319-0172*

**State of California**  
**State Board of Education**  
***Advisory Body Disclosure Statement***

(   )                      (   )

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First Name                      Last Name                      Home Phone                      Business Phone

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Street Address                      City                      State                      Zip

Your answers below will serve as the disclosure of certain information as required by the "Statement of Activities that are Inconsistent, Incompatible, or in Conflict with Duties of a Member of an Educational Policy Advisory Commission or a Committee or Panel Thereof," as amended November 10, 1977. Your candid and complete answers to the following questions will assist in determining your eligibility for appointment if any questions arise.

1. Are you currently employed by or currently under contract to any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?
- ☐ Yes                      ☐ No                      ☐ Uncertain
- If Yes or Uncertain, please explain and provide as much detail as possible.

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2. Have you ever been employed by or had any other kind of contractual relationship with any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?
- ☐ Yes                      ☐ No                      ☐ Uncertain
- If Yes or Uncertain, please explain and provide as much detail as possible.

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3. Do you expect to receive any royalty payments from any publishers for previous publications or payments for standby consulting during the period from May 2003 through May 2004?
- ☐ Yes                      ☐ No                      ☐ Uncertain
- If Yes or Uncertain, please explain and provide as much detail as possible.

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4. Were you an author, contributor, or editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted for the 2004 Health Adoption?
- ☐ Yes                      ☐ No                      ☐ Uncertain
- If Yes or Uncertain, please explain and provide as much detail as possible.

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5. Have you received compensation, or do you expect to receive compensation, or do you have any other kind of contractual relationship with any organization which is a subsidiary, parent organization, or "sister organization" of any entity that has submitted or will submit instructional material for adoption in the State of California?
- ☐ Yes                      ☐ No                      ☐ Uncertain
- If Yes or Uncertain, please explain and provide as much detail as possible.

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**Date**

**Signature**